



**COUNTY OF LOS ANGELES**  
PROBATION DEPARTMENT  
**OPEN COMPETITIVE JOB OPPORTUNITY**



Bulletin No. 935

Posting Date: September 12, 2008

<b>JOB TITLE</b>	<b><u>DEPUTY PROBATION OFFICER I (FIELD)</u></b>
<b>EXAM NUMBER</b>	F8604X
<b>FILING DATES</b>	September 15, 2008 - September 17, 2008
<b>SALARY</b>	\$3,825.64 - \$4,749.36 <b>MONTHLY</b>
<b>ESSENTIAL JOB FUNCTIONS</b>	<p>Investigates and evaluates cases of adults or juveniles referred to the Probation Department, considering such factors as prior records and social histories. Prepares reports and recommendations for use by the court in making dispositions of adult and juvenile cases. Counsels minimum risk adult or juvenile probationers to assure compliance with court orders. Implements planned supervision programs for probationers, which will assist them in complying with court-ordered conditions of probation. Confers with supervisors, and maintains records on the progress of assigned cases. Provides surveillance of adults or juveniles participating in specialized programs.</p>
<b>MINIMUM REQUIREMENTS</b>	<p>Graduation from an accredited* 4-year college or university and satisfies the State of California criteria for peace officer status. Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections.</p> <p>THE FOLLOWING REQUIREMENTS RELATING TO PEACE OFFICER STATUS:</p> <ul style="list-style-type: none"><li>-No felony convictions</li><li>-U.S. Citizenship</li><li>-21 years of age, at the time of application</li></ul> <p><b>Physical Class: 2 - Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p> <p><b>Licenses:</b> A valid California Class "C" Driver License is required</p> <p><b>Special Requirement Information:</b> Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.</p> <p><b>Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrar's signature and/or school seal to the application at the time of filing.</b></p> <p>*Accredited institutions are those listed in the publication of regional, national or</p>

Probation Department: Address: 9150 E. Imperial Highway, Downey, CA 90242  
24-Hour Job Line: (800)970-LIST; TTY Phone: (562) 940-2711

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**DESIRABLE  
QUALIFICATIONS**

international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **The American Colleges and Universities** and **International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services** or **Association of International Credential Evaluators, Inc.**

**SPECIAL  
INFORMATION**

Knowledge of and ability to use various computer software programs to produce court reports and other essential job-related documents on the computer.

**Shift:** Any Shift

**A thorough background investigation, including live scan and drug screening will be conducted prior to appointment.**

AN EXTENSIVE CRIMINAL RECORDS CHECK WILL BE CONDUCTED TO ENSURE NO FELONY CONVICTIONS.

You need not list an arrest and/or conviction when the record of such an incident has been sealed in accordance with Penal Code Section 1203.45, 851.7 or 851.8; nor do you need to list an arrest and/or conviction if your record has been expunged or is eligible for expungement pursuant to Health and Safety Code Section 11361.5. However, you must list the arrest and/or conviction if you have received a released (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code Section 1179 or 1172), or a pardon per Section 4852.16 of the Penal Code.

Study guides and other test preparation resources are available to help candidates prepare for the written Juvenile Corrections Test on the Probation website at <http://probation.co.la.ca.us> under Candidate Orientation Booklet.

ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO THE WRITTEN TEST, OR INTERVIEW. PLEASE BRING TO THE TEST AND INTERVIEW, A VALID FORM OF IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR WORK I.D. PASSPORT, OR MILITARY I.D. CARD)

**VACANCY  
INFORMATION**

The resulting eligible list for this examination will be used to fill vacancies located in the County of Los Angeles Probation Department, **Juvenile Field Services** and **Adult Field/Special Services Bureau**.

**EXAMINATION  
CONTENT**

This examination will consist of a qualifying written examination (Probation Officer) developed and validated by the California Department of Corrections and Rehabilitation (CDCR) and an interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%.

Candidate must achieve a passing score of 70% or higher on interview in order to be added to the eligible list.

The written test is not reviewable by candidates per Civil Service Rule 7.19.

Applicants who took the written test (Probation Officer) on or after January 1, 2008 will have their score reviewed for determination of a passing score for this examination. If it is determined that the applicant received a passing score, the score may be transferred for up to 24 months from the test date.

**ELIGIBILITY  
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation, **AND MAY NOT REAPPLY DURING THIS PERIOD.**

**\*\*\* IMPORTANT INFORMATION \*\*\***

**APPLICATION  
INFORMATION**

**Instructions for Filing Online:** The Standard County of Los Angeles Employment INFORMATION Application for this examination can be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **To apply online, click on the link below the filing address.**

**Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (562) 401-2885 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.**

**Instructions for Hard Copy Submission:** A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

The acceptance of your application depends on whether you have clearly shown that you meet the Selection Requirements. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, title of courses completed, dates completed and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

County of Los Angeles  
Probation Department  
9150 E. Imperial Highway  
Downey, CA 90242  
(562) 940-2659

**On-Line Filing:** To file On-Line,  
[https://easier.co.la.ca.us/easier/Applicant/applicant\\_logon.cfm?exid=1401](https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1401).

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 940-3552.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 940-3552. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (562) 940-2711. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.